

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Accounting Officer	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 33

**Definition:** To oversee the planning, organization, review and maintenance of the accounting records of the City; to supervise accounting staff involved in the general accounting functions of the City.

**Distinguishing Characteristics:** Receives general direction from the Assistant Finance and Administrative Services Director. Exercises direct supervision over professional, technical and clerical positions.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Supervise and personally participate in fiscal and accounting work in connection with budget administration, audit, allocating costs to appropriate accounts and other general accounting procedures and operations.
2. Schedule, supervise and evaluate the work of the accounting staff in areas such as payroll, accounts payable, inventory control and general accounting; coordinate work of accountants to ensure maintenance of general ledgers and journals.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
5. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for accounting; implement policies and procedures.
6. Manage the external audit by coordinating the preparation of schedules, information, and general access to records.
7. Assist in the preparation of detailed financial statements.

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8. Maintain accounting records of receipts, disbursements and encumbrances affecting various funds and accounts for effective control of such funds and accounts; review and oversee the reconciliation of journal entries.
9. Manage financial reporting requirements of agencies; devise, implement and maintain accounting systems and procedures; assist in the resolution and proper accounting of complex accounting issues.
10. Analyze existing accounting procedures and prepare recommendations for their revision when necessary.
11. Advise personnel in the department and City-wide regarding City policies related to accounting procedures.
12. Coordinate work with other divisions, departments and financial institutions.
13. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
14. Build and maintain positive working relationships with coworkers, other City employees and the public using principles of good customer service.
15. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Generally accepted accounting principles as related to municipalities; Federal, State and City rules, regulations and laws governing fiscal and accounting functions; basic data processing and systems operation; modern computer software; modern office procedures, methods and computer equipment; principles of budget monitoring; pertinent local, State and Federal laws, ordinances and rules; principles of supervision, training and performance evaluation.

Ability to: Supervise, train and evaluate assigned accounting, clerical and professional staff in the operations of the City's day-to-day financial and accounting systems; analyze complex accounting and financial data and draw logical and sound conclusions; independently carry out complex accounting and auditing work; apply accounting principles and techniques to practical accounting, auditing and financial problems; create reports, schedules and supporting documents; correspond with outside contacts (banking institutions, government agencies, auditors) regarding City transactions, reports or problem solving; interpret, explain and train individuals as to existing accounting, auditing, and

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fiscal policies and procedures; assist in the development and installation of new methods and procedures; check, prepare and review detailed and complex financial and accounting reports; establish and maintain effective working relationships with those contacted in the course of work; manage a computerized accounting system; communicate clearly and concisely, both orally and in writing; interpret and explain pertinent City and department policies and procedures; develop and recommend policies and procedures related to assigned operations.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of professional governmental accounting experience. One year of supervisory experience is preferred. Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field. A Certified Public Accountant is desirable.

Established January 1994

Revised

CLASS SPECS

CS168-M